

Scrum's Five Activities

Sprint Planning

When: beginning of the sprint

Who: PO, dev team, Scrum Master

Two questions:

What will the team build?

How will the work get done?

How:

Chunks of a day or less (log-normal guesses)

Iterative, Incremental work

"Customer Collaboration over contract negotiation"

Time boxed: 8h for 4w sprints, 4h for 2w sprints

Inputs:

Product Backlog

Latest product increment

Projected capacity, past performance of team

Outputs:

Sprint Backlog

Sprint Goal

Three C's: Card, Conversation, Confirmation

Daily Scrum

Same time, same place, daily.

Everyone answers:

1. What did you **complete** yesterday?
2. What will you **complete** today?
3. Is anything blocking you or the team?

For the team, by the team.

Be brief. Take it offline.

Time-boxed: 15 minutes max.

Speak clearly.

No side conversations.

No socializing.

<https://www.scrumguides.org/>
<http://agilemanifesto.org/>

Sprint Review

Who:

PO, dev team, Scrum Master

Any stakeholders invited by PO

Elements:

Demo of everything Done

What went well

Problems encountered & solved

Review product backlog

What's next? How has the market evolved?

When's the next release?

Time boxed: 4h for 4w sprints

"Elicit feedback and foster collaboration."

"Inspect and adapt"

Sprint Retrospective

When: End of every sprint

Who: PO, dev team, Scrum Master

Time boxed: 3h for 4w sprints

Feedback loops:

What went well? What could have been better?

Create ordered list of the good and bad.

Create a plan for improving

Consider: improvement Kata

Sprint

Self-organize to incrementally and iteratively build a product increment

Make trade-offs with the PO

Focus on getting work potentially releasable

Done, by the team's shared definition of Done

Consider: Pareto optimizations

Iron triangle: Schedule, Cost, Scope

- Fixed schedule (sprint length)
- Fixed cost (team burn rate)
- Vary the scope to fit

Three amigos collaborate daily